

# TOWN OF ROMULUS

## PLANNING BOARD

Tom Bouchard, Chairman  
William Karlsen, Vice-Chairman  
Sue Ellen Balluff, Member  
Al Nivison, Member  
Mary Joslyn, Member  
Cindy Meckley, Member  
Kate Sinicropi, Member

1435 Prospect Street  
P.O. Box 177  
Willard, New York 14588  
PHONE: 607-869-9326  
FAX: 607-869-5763  
Email: [Romulus@rochester.rr.com](mailto:Romulus@rochester.rr.com)

## ZONING BOARD OF APPEALS

Richard Bloss, Chairman  
Richard Worrell, Member  
Paul Doyle, Member  
Barbara McCall, Member

## PUBLIC HEARING NOTIFICATION FORM INSTRUCTIONS

This form is to be used in conjunction with a special use permit application, area variance application or use variance application.

1. Complete with proper name of owner or applicant in the appropriate space in the top line.
2. Fill in address of the property described in the application.
3. A list of neighbors (exhibit A) who own and/or reside at properties within 1000 feet of the property/premises boundaries identified in the application must be attached. It is suggested the listing be obtained from the Office of the Town of Romulus Assessor located in Ovid.
4. The source used to obtain "exhibit A" must be identified.
5. State the description of the request as used when contacting neighbors. A copy of the application must be given to each household contacted.
6. Determine the date of the scheduled hearing. Each neighbor must be informed of the hearing date.
7. List any neighbors not contacted.
8. Describe the means used to contact each neighbor; mail, telephone, personal visit, etc.
9. The Hearing Notification Form is to be completed, notarized and submitted to the Town of Romulus office.

This form is to be completed and submitted to the Town of Romulus office.

6/4/2007-Approved-Town of Romulus Planning Board